

X. CLINICAL PRACTICE: PRE-PROFESSIONAL POLICIES

A. Registration

A student participating in a clinical practice: pre-professional experience must be registered with the Office of the Registrar using Kean Wise or One-Stop Service.

1. A student is to check the online registration bulletin for the correct course and section number to register for his/her field experience and to receive transcript credit. **It is the student's responsibility to contact his/her program advisor to obtain a petition in order to register for the clinical practice: pre-professional experience.**
2. It is the student's responsibility to pay his/her tuition bill on time or contact student accounting if a tuition and fees bill is not received prior to the start date of the semester of field experience.

B. State of New Jersey Requirements for Educators

1. Mantoux Test (Required)

A candidate is required to have negative test results for the Mantoux (Tuberculin) Test before s/he enters the assigned school for the Professional Internship experience. The results must be no more than six (6) months old and be submitted to the school nurse on the first day of the experience. A student with a positive reaction to the Mantoux test must comply with the State's follow-up procedures (including chest x-ray and medical evaluation) by submitting a physician's report.

2. Reporting Child Abuse in New Jersey (Required)

A pre-service teacher should check with his/her cooperating teacher to learn the reporting procedures of the school district to which he/she has been assigned.

New Jersey law states: Any person having reasonable cause to believe that a child has been subjected to child abuse or acts of child abuse shall report the same immediately to DCF's Child Protection and Permanency (CP&P) by telephone or otherwise. Such reports, where possible, shall contain the names and addresses of the child and his parent, guardian, or other person having custody and control of the child and, if known, the child's age, the nature and possible extent of the child's injuries, abuse or maltreatment, including any evidence of previous injuries, abuse or maltreatment, and any other information that the person believes may be helpful with respect to the child abuse and the identity of the perpetrator.

A person who reports or causes to report in good faith an allegation of child abuse or neglect pursuant to section 3 of P.L.1971, c. 437 (C. 9:6-8.10) and as a result thereof is discharged from employment or in any manner discriminated against with respect to compensation, hire, tenure or terms, conditions or privileges of employment, may file a cause of action for appropriate relief in the family part of the Chancery Division of the Superior Court in the county in which the discharge or alleged discrimination occurred or in the county of the person's primary residence.

If the court finds that the person was discharged or discriminated against as a result of the person's reporting an allegation of child abuse or neglect, the court may grant reinstatement of employment with back pay or other legal or equitable relief.

3. Criminal History Background Check

Since 1986, the New Jersey State Department of Education requires all new employees to be fingerprinted and undergo a criminal history background check.

A teacher candidate is not an employee of the school district where he/she completes the field experience; however, a district may require a candidate to provide assurance that he/she has not been convicted of any disqualifying offense since their eighteenth birthday.

Some local school districts, in order to assure themselves and the public that a student intern has not been convicted of a disqualifying offense, may require the intern to submit, have notarized, and keep in their records the second part of the "Application Authorization and Certification Form" which provides this assurance.

All College of Education students are strongly recommended to obtain a substitute teaching certificate as soon as they have earned 60 credits as proof of a clean criminal background history. In accordance with the NJ Department of Education, school districts that require students to obtain a New Jersey Substitute Certification must place those students on their approved substitute teacher list.

4. Disqualifying Offenses

As required by New Jersey law, the State of New Jersey, Department of Education will not issue a teaching certificate, in most cases, to anyone with a criminal history of certain disqualifying offenses. Similarly, New Jersey facilities, centers, schools, and school systems under the supervision of the Department of Education are barred from employing such individuals in positions which involve regular contact with pupils under the age of 18.

A conviction or charges pending for any of the following crimes or offenses may preclude a student from participation in field experiences (introductory, pre-professional and professional internship) and placement in school districts/agencies.

These disqualifying crimes/offenses include:

- ◆ Any crime of the first or second degree;
- ◆ Any crime involving sexual offense or child molestation;
- ◆ An offense involving the manufacture, transportation, sale, possession, distribution or habitual use of a drugs or any violation involving drug paraphernalia;
- ◆ Any crime involving the use or force or the threat of force to or upon a person or property, including, but not limited to, robbery, aggravated assault, stalking, kidnapping, arson, manslaughter and murder;
- ◆ Any crime of possessing a weapon;
- ◆ A third degree crime of theft or a related offense;
- ◆ An offense of recklessly endangering another person, terroristic threats, criminal restraint, luring or enticing a child into a motor vehicle, or isolated structure;
- ◆ An offense of causing or risking widespread injury or damage;
- ◆ Any crime of criminal mischief, burglary, usury, threats or other improper influences, perjury and false swearing, resisting arrest, or escape;
- ◆ Any conspiracy to commit or attempt to commit any of the crimes described above.

Any student who believes that he or she may have been convicted of or have charges pending for any of the above crimes/offenses should contact the College of Education immediately.

C. Calendar and Schedule

1. The clinical practice calendar for each semester is developed by the College of Education in conjunction with the university faculty. This calendar will be included with general information distributed to the clinical component triad: the student, the cooperating teacher, and the clinical supervisor.
2. A clinical experience: pre-professional student is required to be in the school and under direct supervision for the designated period of time and for the preparatory periods before and after school. **The student is to follow the cooperating teacher's daily schedule.**
3. The field student shall be under the direct and continuous personal supervision of an appropriately certified cooperating teacher. A clinical practice: pre-professional student is expected to be under supervision at all times and is not to be left alone in the classroom with students.
4. A clinical practice: pre-professional student will observe vacations and holidays of the school to which he/she is assigned and only observe those vacations and holidays.

D. Attendance

1. A clinical practice: pre-professional student has an obligation to be consistent and punctual in attendance. This applies to two areas:

- a. School-related Activities

A student is to be in the assigned school at the time designated by the cooperating teacher and principal. He/she is to remain at the school for the time and duration as specified by the Kean University clinical supervisor. Most districts require interns to be at the school approximately 15-20 minutes before the first bell and to stay 15-20 minutes after the last bell. A student should consider travel time to the placement site in order to arrive at the designated time.

The clinical practice: pre-professional student is expected to be present for all assigned days in the schools. No absences will be allowed except for illness or death in the immediate family. If a student must miss days due to reasons cited, all days and work must be made up. The cooperating teacher and clinical supervisor will determine how the clinical experience: pre-professional student can make up the work.

If a clinical practice: pre-professional student has children, their childcare and/or transportation to and from their schools during the clinical experience is the student's responsibility. The preservice teacher must handle these needs in the same manner as if he/she were employed by the placement district and allot a sufficient amount of time to arrive at school at the designated time.

- b. University-related Activities

At specified times during the semester, a clinical practice: pre-professional student may be required to participate in conferences and meetings with Kean University faculty members. Attendance at these activities is required. These meetings may be held during the teaching day or in the afternoon or evening.

2. In case of excessive absences, the clinical practice: pre-professional student may be removed from the placement.
3. Absence for part of a day counts as one absence.
4. If a student is absent, he/she is to call the office of the cooperating school as soon as it opens, contact the cooperating teacher, and then call the clinical supervisor.
5. It is expected that the clinical experience: pre-professional student will not participate in any employment, activity, or university functions which interfere with the responsibilities and requirements of the clinical experience.

E. Reporting an Accident/Incident

If an accident or incident related to an intern's health occurs during a field experience semester, it is the student's legal obligation to:

1. Notify the school/district where injury happened.
2. Notify in person Kean University Health Services as soon as possible following the incident or accident so that an Incident/Accident Report Form can be completed. The phone number for Health Services is [908-737-4880](tel:908-737-4880).
3. Completed **INCIDENT/ACCIDENT REPORT FORM** must be filed within ninety (90) days of the **INCIDENT/ACCIDENT** with Student Health Services at Kean University.

Additional Information Available at www.kean.edu/offices/health-services

Insurance Requirements for Students: The Federal Patient Protection and Affordability Care Act (PPACA) requires that all citizens must maintain insurance coverage. Therefore, it is expected that all students enrolled at Kean University will be covered by and will maintain a health insurance plan.

As of the Fall 2016 term, Kean University will no longer offer a student health insurance plan.

Residential and international students along with student athletes will continue to be required to submit proof of insurance to the University.

The passing of New Jersey Statute 18A:62-15 no longer requires New Jersey colleges and universities to ensure that students are covered by health insurance policies. It was the intention of the Legislator and the Governor to enable students to select their own health plans rather than have plans selected by the University. For more information about submitting proof of insurance and insurance requirements, please visit:

www.kean.edu/offices/health-services/health-insurance

F. Accommodations Policy

Kean University will make reasonable accommodations for persons with documented disabilities, who are registered with the Office of Services. Students need to contact the Office of Disability Services, the University clinical supervisor, and professors for all

classes as early in the semester as possible to ensure that classroom and academic accommodations are implemented in a timely fashion. Communication between students, the Office of Disability Services, the Director, and professors will be strictly confidential.

For additional information, please contact the Office of Disability Services, Downs Hall 122, 908-737-4910 or disabilityservices@kean.edu.

G. Snow or Inclement Weather

A student's responsibilities for attendance are the same as those for a professional teacher. Schedules are developed to meet requirements of Kean University. Therefore, days missed due to weather problems must be made up by University students.

A student should become familiar with the school/district's notification procedures for closing. On days when the weather is questionable, the clinical practice: pre-professional student should listen to the local radio station or consult the school district website to find out about school closing. Please do not call the school for the information. Announcements are generally available on TV and radio stations by 6:30 A.M.

Most schools have planned for the possibility of make-up days and have already designated specific days for make up. Some days may be those scheduled as teacher workdays or a spring break. Students should check the district schedule.

H. Absence of Cooperating Teacher

In the event that the cooperating teacher is unable to perform the supervisory function, the clinical experience: pre-professional student may be reassigned. The principal, clinical supervisor, and the College of Education staff will determine whether the student will be reassigned in the same school or moved to another setting. A clinical practice: pre-professional student is not to be left alone in the classroom with students. The teacher candidate shall be under the direct and continuous personal supervision of an appropriately certified cooperating teacher.

I. Substitute Teaching

Having a clinical practice: pre-professional student serve as a substitute teacher while performing field work is NOT permitted. When a cooperating teacher is absent, it is expected that the school or district will hire a substitute teacher.

However, the University strongly recommends that students obtain their county substitute certification as soon as they have earned the required 60 credits. Substitute teaching allows students the opportunity to gain valuable experience at varying grade levels and in many different subject areas. A valid county substitute certificate, while providing proof of a clean criminal background history, is also an important bridge to obtaining a teaching position after graduation and prior to receiving the provisional teaching license from the state.

A student may substitute teach only on the days he/she is not assigned to perform field work, i.e. before schools close at the end of a semester.

J. Strike Threatened at the Site of the Field Experience

In the event that the school or district to which the clinical practice: pre-professional student is assigned is subject to any serious conflict or dispute between the teachers' association and the Board of Education, the clinical practice: pre-professional student should occupy a position of neutrality, which means:

1. The situation that affects clinical practice: pre-professional students are to be reported to the clinical supervisor.
3. The clinical practice: pre-professional student is not to cross a picket line or participate in a job action.

K. Supervision

1. Clinical practice: pre-professional experience is a supervised experience.
2. The Dean of the College of Education, in cooperation with the school districts, assigns a clinical supervisor to mentor each student during the experience.
3. A minimum of three (3) supervisory visits is expected with written narratives completed/submitted for each visit. One written assessment/evaluation of the experience is to be completed and submitted by the cooperating teacher and the clinical supervisor.
 - Formal observation reports that are to be completed and signed include written narrative reports for each visit and one final evaluation. Signatures of the clinical practice: pre-professional student, cooperating teacher(s) and the clinical supervisor are expected on each submitted observation form.
 - Supervisory reports are to be submitted either by electronic transfer or in paper form.
4. For the purpose of evaluation, the clinical practice: pre-professional student should be viewed as an emerging professional, a work-in-progress and should be evaluated by standards appropriate to a developing educator.

L. Removal from Clinical Practice: Pre-professional

1. Removal from a clinical practice: pre-professional placement may be initiated by a school district administrator, cooperating teacher or clinical supervisor.
2. If a teacher candidate is removed from his/her placement, the student will be required to withdraw from the clinical practice: pre-professional experience for that semester. The student will not have the opportunity to be placed again in the field in the same semester. Withdrawal from the clinical practice: pre-professional experience and/or its co-requisite(s) remain the responsibility of the student. Specific guidelines and procedures for withdrawal are outlined in the University course bulletin. A refund determination for the semester in question will be made consistent with the established University Refund Policy found online in the University course bulletin. A student who has been removed from a placement will be required to meet all recommended interventions determined by his/her program advisor prior to a second and final placement opportunity.

3. Instructions to repeat one clinical practice course (pre-professional or internship) are delineated in Section O below. If removal from the placement is the result of unethical conduct, criminal activity or extreme incompetence in performing the requirements of the experience, the student may be denied a second opportunity for placement.
4. A student who graduates from any Kean University College of Education program without certification and returns to any post-baccalaureate program is also governed by this policy.

M. Leave of Absence: Medical or Personal Reasons

Students who must leave the University temporarily either for medical or personal reasons must request a leave of absence. Medical leaves are processed by the Office of Health Services; Downs Hall 126, 908-737-4880; personal leaves are processed by the Counseling Center, Downs Hall 127, 908-737-4850.

Students who request a leave of absence after a semester has begun are to do so no later than one week past mid-semester. The ordinary length of a leave of absence is a semester. In unusual circumstances the Office of the Vice President for Student Affairs may approve a renewal of leave for the semester immediately following.

To return to the University from a pre-approved leave of absence, the student contacts One-Stop in the Registrar's Office to request permission to register for the semester.

The above provisions apply to full-time and part-time students in good standing. Good standing is defined as follows: a cumulative grade point average at the completion of the semester prior to request for leave of absence that meets the minimum academic requirements of the University (2.0 or better); all financial and other obligations to the University have been met in full; and there is no disciplinary probation/suspension/dismissal in effect.

Kean University Catalog 2015-2016, p. 31.

N. Withdrawal from a Course

In order to withdraw from one or more courses a student either must do so in person with a valid photo ID, or submit written notification (a letter listing the student ID number and sufficient information to identify the course section to be dropped) to the Office of the Registrar. In person, a Kean Ocean student is able to drop courses through the Kean Ocean Administrative Office, Gateway 103. Students may also email, from their Kean Google account, their request to withdraw to regme@kean.edu.

Any student who does not officially withdraw on or before the withdrawal date published in the academic calendar will be given a letter grade that reflects his or her achievement in the course.

Kean University Catalog 2015-2016, p. 12

O. Repeating the Clinical Practice: Pre-professional

1. A student will have one opportunity to repeat either the clinical practice: pre-professional or internship experience.
2. Application to repeat one clinical practice course (clinical practice: pre-professional or internship) may be made within a two-year period upon receipt of a grade of “U” Unsatisfactory or a student -initiated withdrawal which culminates in a grade of “W”.
3. A clinical practice course may be repeated only once, provided the student meets all recommended interventions as determined by the College of Education in conjunction with the clinical supervisor. A formal intervention plan will be developed by the clinical supervisor, student, and the Dean of the College of Education, or designee.
4. A student who graduates from any College of Education program without certification and returns to any post baccalaureate program is also governed by this policy.
5. Formal application to repeat a field experience is initiated by letter to the Dean of the College of Education, or designee. This letter must identify the semester in which the student is requesting a second placement opportunity and must be submitted two months prior to the start of the requested semester. The request will be reviewed by a committee consisting of the clinical supervisor of record, and a representative of the COE Dean’s office and other designated staff. An appeal may not result in a recommendation for a second opportunity to repeat the internship. The committee’s recommendation will be sent to the Dean of the College of Education for a final decision.
7. A clinical practice student who is repeating a clinical practice: pre-professional experience will be assigned to a Kean University Professional Development School for the duration of the field experience semester. Students who are placed in a Professional Development School will be supervised by the clinical supervisor who has been assigned to that particular site.

P. Extended Clinical Practice: Pre-professional

In certain instances when a candidate’s successful completion of the clinical experience: pre-professional is in jeopardy, and when it is felt that an additional guided experience can be beneficial, the Dean, or designee, at the recommendation of the clinical supervisor, will form a committee consisting of the clinical supervisor and the executive director or designee. This committee will review the student’s particular situation and recommend an extension of the field experience, a repeat of the entire field experience, or a complete removal from the clinical practice: pre-professional process.

If a candidate is unable to progress through the field experience because of justified excessive absences or the cooperating teacher is not able to allow the candidate to fulfill the requirements of the experience, the committee will convene and determine how long the field experience should be extended. If the clinical practice: pre-professional is to be extended, a Special Case Report must be completed on which are indicated specific program performance competencies in need of strengthening.

It is the prerogative of the committee to recommend ending the clinical practice: pre-professional experience if it is determined that, (1) doing so is in the best interests of the K-12 students with whom the candidate is working, (2) the identified problems are so severe that the candidate

requires additional specialized instruction and practice, and (3) the candidate is demonstrating unprofessional behaviors such as continuous lateness, frequent absences, or conduct unbecoming to the teaching profession. If this is the case, the committee will also determine whether the student will be able to repeat the experience in its entirety after specific measures to remediate the difficulties have been completed.

Q. Special Case Report: Problems and Concerns

A clinical practice: pre-professional assignment may create challenges which require identification and professional management by the Kean University clinical supervisor. During the placement, a student may experience performance problems or professional concerns. These may include, but are not limited to such areas as classroom instruction, spoken or written English, management skills, content knowledge, or interpersonal relationships.

The following procedure is outlined as a management plan leading to the resolution of a problem or concern with a clinical practice: pre-professional student:

1. A serious problem (or problems) is identified by the cooperating teacher and /or the Kean University clinical supervisor.
2. The clinical supervisor and the cooperating teacher confer to further define the problem(s).
3. The clinical supervisor, the cooperating teacher and the clinical practice student confer formally to identify clearly and explain fully the problem(s) as well as generate suggestions for its solution. This conference is to be dated, noted and recorded on a narrative report and/or appended to the narrative report. In most cases, both this should take place within the first 4 to 5 weeks of the student's placement.
4. The Dean of the College of Education is to be informed of the problem at this time.
5. If the problem(s) persists, a second formal conference is held with the student, the cooperating teacher and the clinical supervisor . The **Special Case Report** is completed by the clinical supervisor and signed by the student, the cooperating teacher and the clinical supervisor. The original and one copy of the Special Case Report are sent immediately to the College of Education. The remaining copies are distributed to the persons indicated. In most cases, both the conference and the filing should take place by the end of the 6th week and must be filed at mid-semester if a student is failing.
6. If progress is not observable by the cooperating teacher and/or the clinical supervisor, the Dean of the College of Education is formally and directly notified by the clinical supervisor. The Dean, or designee, will arrange a conference with the clinical supervisor, the cooperating teacher and the university program coordinator to discuss available options. The clinical practice student will then be invited into the conference. (This **must** take place no later than the 8th week of the clinical practice: pre-professional student's placement.)
7. Options available at this point would include:
 - a. removal from placement;
 - b. creation of a plan for remediation/intervention to be implemented the following semester;

- c. reapplication for placement in a subsequent semester;
- d. withdrawal from the course;
- e. withdrawal from the program;
- f. counseling of the student to pursue a career path other than teaching.

N.B.

This procedure is designed so that a clinical practice: pre-professional student will know what the problem(s) is, specifically how he or she is to correct the situation and, given time, helped to make adjustments. Clearly, the major burden of change is on the clinical practice: pre-professional student. The clinical supervisor, working collaboratively with the cooperating teacher and other university personnel, provides the professional assistance and guidance to help the student realize his or her progress in this field experience by following the above procedure.

R. Assessment and Grading

1. Assessment

Both the cooperating teacher and the clinical supervisor are encouraged to be honest and objective in completing their evaluations. Joint conferences among the three members of the triad (cooperating teacher, clinical practice: pre-professional student and clinical supervisor) are recommended.

A clinical practice: pre-professional student is entitled to feedback after each of his/her observations. Evaluation conferences afford the student opportunities to practice self-evaluation as well as respond to the supervisor's or cooperating teacher's assessment of his/her progress.

In the performance competencies in which the clinical practice: pre-professional student need to improve, he/she is to be given suggestions for doing so in as specific terms as possible. A time schedule in which to implement the improvement(s) is recommended also. For purposes of documentation, such suggestions are to be made in writing using the Field Experience Narrative Observation form as well as discussed, and copies retained by the preservice teacher, the cooperating teacher, and the clinical supervisor.

For the purpose of evaluation, the clinical practice: pre-professional student is viewed as an emerging professional, a work-in-progress. The clinical practice: pre-professional student is to be evaluated by standards appropriate to a developing educator.

At the end of the experience, the clinical supervisor and cooperating teacher should each evaluate the student using the Pre-professional Field Experience Performance Competency Assessment worksheet. The assessment will then be formally submitted online.

Assessment Summary

Clinical supervisor	<ul style="list-style-type: none"> • \ online final performance competency assessment form • \ final meeting form • Field experience Narrative Observation forms (to document each visit other than the final evaluation) • Special Case report (as needed)
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Cooperating Teacher

- \ online final performance competency assessment form
- Special Case report (as needed)

2. Conditional Recommendation to Internship

The intention of a conditional recommendation is to provide to a teacher candidate a structured improvement plan in order to strengthen necessary skills prior to the onset of the clinical practice: internship. A conditional recommendation is an outgrowth of a conference among the clinical supervisor, candidate, a departmental representative, a conference that has been initiated by the filing of a Special Cast Report. Students who earn a score of 30-34 on their final Pre-Professional Field Experience Performance Competency Assessment are recommended conditionally for admission to the internship. Admission is contingent of a grade of IN, the completion of an Incomplete Contract and a Pre-professional Improvement Plan.

Conditions that precede and/or accompany a conditional recommendation for a clinical practice: pre-professional student are:

- A Special Case Report outlining the performance competencies the student must address is to be submitted. Since there are ten performance competencies, those which have not been met at a minimal standard of 3 are to be identified with specific suggestions for improvement.
- A Special Case Report must be submitted no later than the 10th week of the semester, allowing sufficient time for at least one follow-up supervisory visit to determine student progress.
- A conference is to be held with the student, clinical supervisor, and department representative.
- An Incomplete Contract and a plan for its removal is created and signed by student, clinical supervisor, and the department
- A grade of IN (Incomplete) must be entered for a student as a grade for the semester. Such a grade prevents the student from continuing in the field experience sequence to the internship while a remediation plan is implemented. A grade of IN also alerts the department and the College of Education (COE) to possible programmatic changes, additions or admissions. This condition is important for program improvement and affects candidate performance.
- Repeating or extending the clinical practice: pre-professional experience for a full semester.

3. Grading

A. Traditional letter grades are not awarded for clinical practice: pre-professional. Instead, one of the following is earned:

S – Satisfactory performance

Credit given; recommended for certification

U – Unsatisfactory performance

No credit given; not recommended for certification

IN – Incomplete

Incomplete contract completed between the

university and the student (to be completed only with the Conditional Recommendation to Internship)

B. Incomplete contracts will be written only for reasons as stated in the Kean University Undergraduate and Graduate catalogs/bulletins.

It is possible that the clinical practice: pre-professional student will be unable to demonstrate satisfactory competency by the conclusion of the clinical practice: pre-professional semester. In such a case, the student has the following options:

- a. Withdraw from the clinical practice: pre-professional if it is within the time limit and receive an automatic grade of “W”.
- b.. Receive a grade of “U” indicating unsatisfactory performance. A SPECIAL CASE IN FIELD EXPERIENCE report **must** be on file in the Teaching Performance Center as one documentation of unsatisfactory performance. See Appendix I for a sample of this report.
- c. Receive a grade of IN (Incomplete) indicating satisfactory performance but not completion of a semester of work; must be filed with a Conditional Recommendation to the Internship.
- d. An Incomplete signifies an opportunity to continue the clinical practice: pre-professional into a second semester

C. The clinical supervisor bears the ultimate responsibility for the final evaluation of the clinical practice: pre-professional student and the assignment of the grade. The candidate’s grade must be entered on KeanWise.

S. Waivers

No clinical practice: pre-professional experience will be waived after May 23, 1991. All students must complete at least one clinical practice: pre-professional experience at Kean University including students who have successfully completed the clinical practice: pre-professional experience at a university in a foreign country.

**T. Praxis II Requirement for Clinical Internship
COE Policy 1.38 PRAXIS II Exam Requirement**

*The College of Education requires that all field experience students schedule, take and meet NJ Qualifying Score(s) for the respective Praxis II Test(s) for the initial teacher certification that they are seeking **before** they can participate in the clinical practice internship.*

- **Early Childhood Students** (UG) are required to meet NJ Qualifying Scores **both** the Elementary Education Multiple Subjects Praxis II Test (5001) effective 09/01/14 **AND** the Early Childhood Content Knowledge Test (5025 – effective 09/01/15). Early Childhood students in the Post-Baccalaureate program are required to meet the NJ Qualifying Score(s) only for the Early Childhood Content Knowledge test (5025 – effective 09/01/15).

- **Elementary/Middle K-6/5-8** teacher candidates are required to take and meet NJ Qualifying Score(s) for **both** the Elementary Education Multiple Subjects Praxis II Test (5001) effective 09/01/14 **AND** the Middle School Praxis II exam for the specific content area.
- **Teacher of Students with Disabilities** must meet NJ Qualifying Score(s) of the Content Knowledge Test for his/her content area. TSD students seeking K-6/5-8 certification are required to meet NJ Qualifying Score(s) for **both** the Elementary Education Multiple Subjects Praxis II Test (5001) effective 09/01/14 **AND** the Middle School Praxis II exam for their specific content area.

It is the candidate's responsibility to schedule, and meet, the NJ Qualifying Score(s) for the appropriate Praxis II test within the appropriate time frame and submit proof of scores that meet the NJ Qualifying Scores to the College of Education by the deadlines: August 1 for fall interns, December 15 for spring interns. Proof of passing Praxis II scores to the College of Education are required in order to participate in the clinical practice internship.

Official proof of passing the Praxis II test(s) consists of providing a copy of all pages of the ETS Test Taker Score Report to the College of Education. Beginning with the September 2009 PRAXIS II administration, students are required to access their score reports online for a period of 30 days after the initial posting. Students must provide to the College of Education a hard copy of the ETS Test Taker Score Report. Information on Praxis II testing and a schedule of test and registration dates are available on line at <http://www.ets.org/praxis/index.html>.

Approved by COE
Administrative Council

11/07/05